

ADM-7.4

ORD 843-64

24 April 1964

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MEMORANDUM FOR:

Chief, OL/PSD

THROUGH:

Assistant Deputy Director for Science and Technology

SUBJECT:

Supply of a Xerox Copier for ORD Use

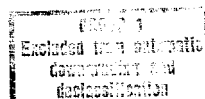
REFERENCE:

ORD 571-64, Justification of Xerox 813 Copier

1. Prior to the submission by ORD of the requisition for a Xerox Model 813 on 28 February 1964, a study of the requirements for such equipment was made by the Administrative Office. Projected requirements justify the acquisition of a larger machine (Model 33SCM). However, in the interests of economy and efficiency the smaller model was requested to provide an interim capability and minimum support until ORD reaches its authorized strength and its workload is commensurate with the scope of its mission and the increased number of personnel assigned.

2. Since the original study was completed, additional reviews have been made of the reproduction assets within DD/S&T and of the ORD requirements for such support equipment. The redistribution of equipment within DD/S&T is not logical, since the requirements justifying the equipment in the first place are still valid. The acquisition of additional equipment is the alternative.

3. In addition to the increasing scope of the ORD mission, new projects of a high priority interest to the National intelligence community, USIB, the Agency and COMOR (targets, collection techniques, and specific disciplined state-of-the-art emphasis) have been established and recently assigned to ORD as the prime responsible agent. For example, the field of Audio Surveillance has enjoyed a position of high



priority in the intelligence community for the past two years. This program within the past two months has been made the responsibility of ORD, with directed support to be given by several operating divisions in the Agency. Work within ORD in this field has begun.

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[REDACTED] This is merely to cite one item in the changing scope of ORD.

4. Further, the DCI has designated ORD as the coordination center for CIA/DIA joint operations. Action and liaison correspondence of a specially classified nature, tailored to this operation, is to be handled by ORD. Forty percent of the data handled in this capacity is of a perishable nature and requires a rapid reaction capability coupled with special clearance controls for dissemination to, and coordination with, action offices within the Agency. This requirement is in addition to the necessity to have the capability to reproduce material in the [REDACTED] T-KH, [REDACTED] and ORD operational cover systems.

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5. In addition, ORD personnel have been designated as Agency Chairmen of several DCI-established national intelligence capability and techniques review panels. These panels are composed of the Nation's top specialists in the fields under consideration. Work with these panels has required much evening and week-end overtime work, with the requirement for rapid reproduction of highly classified and restricted data. Experience has shown that it is virtually impossible to plan external support services of this nature to meet requirements which arise unexpectedly. Such minimum support at the disposal of, and controlled by, ORD is necessary to properly perform these directed and recurring tasks.

6. The nature of a research operation requires it to maintain pace with new developments in the domestic and international scientific world. Late status or achievements in an appropos area of interest in the hands of the proper person at the proper time has in the past eliminated the need for issuing a \$50,000 contract which would have been a duplication of a previously unknown effort. Continuous, timely reproduction and distribution of various hand and machine prepared data, technical dissertations, and general articles are vital and consequently an economic necessity.

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7. During the next six months no increase in secretarial personnel is anticipated, but during the same period a 97% increase in high-ranking professional personnel is anticipated. Names and positions of these people are known and have been approved for specific EOD dates. (Three new divisions are to be developed in the area of Life Sciences which will require communications to be maintained at a maximum in the larger organization of ORD.) With the increased number of personnel in ORD and the stepped-up activity of coordination and committee participation, the ORD workload will necessitate full utilization of secretarial personnel in duties for which they were hired and the reduction to the utmost minimum of their courier functions, machine waiting, and reproduction request preparation time and frequency. The money saved by this more efficient utilization of personnel will more than offset the rental and maintenance costs of the 813 Copier.

8. The programming and control of funds for the support of this office equipment is the responsibility of ORD. Funds are included in the FY 64 ORD budget. Funds to support this requirement also are included in the FY 65 ORD budget.

9. The requirement for this equipment existed when the original requisition was submitted in 14 February 1964. The delay in obtaining this item has not reduced the ORD workload, increased the ORD operational efficiency, nor resulted in a more economical utilization of facilities within ORD. To the contrary -- it has had the opposite effect.

10. The supply of such a machine would not eliminate the continued requirement of support by the Printing Services Division since the limitations of the 813 are well known. However, the 813 in ORD would be used to fulfill the immediate requirements for a rapid reaction capability.

11. It is strongly urged that this request be approved and that a Xerox Model 813 Copier be supplied to ORD by 15 May 1964.

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Deputy Assistant Director
Office of Research and Development

APPROVED:

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Assistant Deputy Director for
Science and Technology

Att: Requisition

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